

RESOLUTION NO. 02-2026

A RESOLUTION TO ESTABLISH POLICY, PROCEDURES AND RULES OF CONDUCT FOR THE CITY COUNCIL AND ITS MEETINGS, AND RESCINDING RESOLUTION NO. 01-2025 OF THE CITY OF LEAVENWORTH, WASHINGTON

WHEREAS, a predetermined order of procedure for Leavenworth City Council meetings is the most expedient means of conducting City Council meetings while also maintaining order and providing equal treatment for both City Council members and the public; and

WHEREAS, Resolution Number 1-2025 no longer accurately reflects City Council rules and order of business at City Council meetings.

NOW THEREFORE the City Council of the City of Leavenworth, Washington does resolve as follows:

Section 1. Robert's Rules of Order Adopted. Roberts Rules of Order, Newly Revised, shall govern the deliberations of the City Council except when in conflict with any of the following rules.

Section 2. Public Comment at Meetings. The following rules shall apply for the City Council to receive comments from the public.

- A. Subjects not on the current agenda: Any member of the public may speak to the City Council on an item not on the agenda during the 'Public Comment' portion of the meeting agenda, either in person or through telephonic and/or video access. The person must address the City Council from the podium or through telephonic and/or video access so that the comments can be recorded and included in the minutes. The person must state their name, address and the subject of their comments. The Mayor or presiding officer may then allow comments for up to three (3) minutes per person, or as the Mayor or presiding officer deems necessary. Following such comments, the Mayor or presiding officer may place the matter on the current agenda, a future agenda or refer the matter to the City Council or administration for further information.
- B. Subjects on the current agenda: Public comment on items on the current agenda is encouraged. Any member of the public who wishes to address the City Council on an item on the current agenda shall make such request to the presiding officer at the time when comments from the public are requested during the City Council's discussion of the agenda item. The person must address the City Council from the podium or through telephonic and/or video access so that the comments can be recorded and included in the minutes. The person must state their name and address. The Mayor or presiding officer shall rule on the process, order and

length of time for individual public comments (up to three (3) minutes per person or as the Mayor or presiding officer deems necessary), when the agenda item is reached and may change the order of speakers (to ensure that all who wish to comment are heard). The Mayor or presiding officer may allow comments from the public who are in attendance, either in person or through telephonic and/or video access, subject to such time limitations as the Mayor or presiding officer deems necessary.

- C. Public Comment through remote participation: The City of Leavenworth has adopted a webinar format on Zoom for City Council meetings. Members of the public wishing to make comments must provide their full name and address for the public record and have their camera on unless it is not possible to do so.
- D. Public hearings: Members of the public who wish to comment on an item which is before the City Council for a formal public hearing will be asked to provide their name and address verbally prior to making their comment. The person will then be recognized by the Mayor or presiding officer during the hearing to comment. If attending the City Council meeting in person, the person must address the City Council from the podium so that the comments can be recorded and included in the minutes. Comments may be limited in length as the Mayor or presiding officer deems necessary. Members of the public who are in attendance via telephonic and/or video access should raise their hand if they wish to provide comment, and again, clearly state their name and address for the public record and have their video on unless it is not possible to do so.

Section 3. Selection of Mayor Pro Tempore. The Mayor Pro Tempore is elected by the City Council from its own membership at the first meeting in January each year or after each General Election and thereafter whenever a vacancy occurs. The Mayor Pro Tempore shall hold office at the pleasure of the City Council.

Section 4. Assignment to Standing Committees. Assignment of standing committees of the City Council shall be recommended by the Mayor Pro Tempore when newly elected members take office. Membership on committees shall be appointed by a majority vote of the City Council. Membership on standing committees may be reassigned at the discretion of the Mayor Pro Tempore with confirmation by the City Council. Standing committees shall appoint their own chairpersons, by-laws, and rules of conduct when necessary.

Section 5. Assignment to Advisory Committees. Assignment of Advisory Committees shall be recommended by the Mayor. Committee members shall be appointed by a majority vote of the City Council. Membership on Advisory Committees may be reassigned at the discretion of the Mayor with confirmation of the City Council. Advisory Committees shall appoint their own chairpersons, by-laws and rules of conduct when necessary.

Section 6. Ad Hoc Committees. The Mayor may establish such legislative ad hoc committees as may be appropriate to consider special matters that do not readily fit the committee structure that requires special approach or emphasis.

Section 7. Seating Arrangement. The seating position of City Council members shall be determined by seniority on the City Council, with the most senior standing City Council member sitting directly to the left of the Mayor and descending through seniority to the newest member of the City Council farthest from the Mayor. In the event there are multiple new Councilmembers, their seats are ordered by the number of votes they received in the election. A City Council member may choose to remain in his or her position when a vacancy occurs, at which time the vacant seat shall become the option of the next senior standing member.

Section 8. Presiding Officers. All meetings of the City Council shall be presided over by the Mayor, or, in the Mayor's absence, by the Mayor Pro Tempore. If the City Clerk or City Clerk designee is absent from a City Council meeting, the Mayor, or Mayor Pro Tempore, shall appoint one of the members of the City Council or the City Administrator to act as Clerk Pro Tempore. The appointment of a member of the City Council as Mayor Pro Tempore, or as City Clerk Pro Tempore, shall not in any way abridge the City Council member's right to vote upon all questions coming before the City Council.

Section 9. Study Sessions. Study Session meetings of the City Council shall be held as provided by ordinance. The purpose of a Study Session is to provide the City Council with an informal opportunity to study certain matters in detail or to discuss policy issues with City staff that may come before the City Council at future regular meetings for formal action; no action will be taken on issues at Study Sessions. It is a time for the City Council to have discussions and provide direction on background information for upcoming City Council agenda items, to review and request additional information, to discuss prior month committee meeting topics of interest and information for the City Council as a whole to consider, or to form a City Council subcommittee prior to formal action and to clarify any final amendments made from previous discussions before formal action. Items can be added to Study Sessions by the Mayor, City staff, or City Council members, provided that at least three City Council members agree to discuss the items. The Mayor or presiding officer may provide time for comments from the public who are in attendance, either in person or through telephonic and/or video access, subject to such time limitations as the Mayor or presiding officer deems necessary.

Section 10. Regular City Council Meetings, Executive Sessions and Special Meetings. Regular meetings of the City Council shall be held as provided by ordinance. The purpose of a regular meeting is to hear public comments and to consider recommendations from City staff, and to take action on items of policy. Executive Sessions are governed by RCW 42.30.110 and can only cover select topics. Executive Sessions are not open to the public, however if action is taken it will be taken in open session. Special Meetings are meetings of a specific topic that are open to the public outside of a regularly scheduled City Council meeting.

Section 11. Dissenting Opinions. Any City Council member shall have the right to have the reason(s) for their dissent from or their protest against any action of the City Council entered into the minutes. In general, such dissent or protest to be entered in the minutes shall be made in the following manner: "I would like the minutes to show that I am

opposed to this action for the following reason(s)..." Any such protest or dissent must be in summary form so as to avoid unnecessary delay or interference with regular City Council business.

Section 12. Order of Business. When topics are not pertinent to the agenda they may be removed, such as Public Safety Reports, Correspondence from the Public, Information Items for Future Consideration, and Executive Session. The order of business will normally be as follows:

Call to Order

Pledge of Allegiance

Roll Call

Approval of Consent Agenda

Public Safety Reports

Comments from the Public on Items Not on the Agenda

Correspondence from the Public

Resolutions, Ordinances, Orders and Other Business

Reports

Information Items for Future Consideration

Executive Session

Adjournment

Section 13. Motions, Resolutions, and Ordinances. These shall be laid out in the City Council packet and summarized by a City staff member prior to consideration by the City Council. City Council members may ask clarifying questions prior to a motion to put the item on the floor. The motion to place the item on the floor for consideration should be made prior to any debate or statements of a Councilmembers position on the matter. Motions shall be reduced to writing when required by the Mayor or any member of the City Council. All resolutions and ordinances shall be in writing.

A. City Council Transparency.

The City Council is dedicated to open and transparent communication, discussion and governance. Councilmembers and the public should have sufficient time to thoroughly study an issue and ask any questions. In determining whether to proceed to final action, the Councilmembers should consider whether the matter is urgent, routine or in need of significant public process. Many routine matters may be completed in one meeting; more complicated issues may require more time to completely understand before deciding. The

goal is ensuring that the Councilmembers and the public have adequate time to study issues and ask questions.

Section 14. Motions to Reconsider. Motions to reconsider must be by a member who voted with the majority, and at the same or next succeeding meeting of the City Council.

Section 15. Removal of Item from Consent Agenda. An item or items listed on the Consent Agenda may be removed from the Consent Agenda and shifted to an alternative, appropriate location in the agenda, to allow for full City Council discussion and comment, by any Councilmember.

Section 16. Record of Proceedings. The City Clerk shall keep a correct record of minutes of all proceedings and at the desire of any member the ayes and nays shall be taken on any question and entered into the minutes.

Section 17. Questions of Order. All questions of order shall be decided by the presiding officer of the City Council with the right of appeal to the City Council by any member.

Section 18. Obligation to Vote. Each member present or by telephonic and/or video access must vote on all questions put to the City Council. Members voting by telephonic and/or video access are limited to those times when, for reasons of health and safety of the member and/or their colleagues, physical presence is discouraged. The following exceptions to voting are allowed:

- A. Matters with respect to which the Councilmember has not been present for a meeting at which the item was discussed;
- B. Such Councilmember has a personal financial interest; or
- C. Where such member's vote would violate the Appearance of Fairness Doctrine.

Beyond these exceptions, any abstention from required voting by a Councilmember shall be counted as a non-vote. To abstain from voting, a Councilmember must describe to the Mayor or presiding officer the basis for the abstention in an open public meeting prior to the vote. Per RCW 35A.12.100 the Mayor cannot break a tie for passage of an ordinance, grant, revocation of franchise or license or any resolution for the payment of money. Since the Mayor cannot break a tie, abstentions will not be allowed in the aforementioned instances.

Section 19. Conflict of Interest and Appearance of Fairness Issues. A Councilmember prohibited from voting because of a conflict of interest, or a potential violation of the Appearance of Fairness Doctrine shall not participate in any City Council discussion, and they shall remove themselves from the Council Chambers until after the vote. If questions regarding conflict of interest or appearance of fairness are uncertain the City Council shall make the final decision with advice from the City Attorney.

Section 20. Actions Taken During Public Meetings. All regular meetings of the City Council shall be public, and no ordinance, resolution, rule or regulation shall be adopted except in a regular meeting open to the public the date of which is fixed by law or rule.

Section 21. Amending Rules. The rules of the City Council may be altered, amended, or temporarily suspended by a vote of two-thirds of the members present.

Section 22. Attendance. City Council members are expected to attend all meetings of the City Council, and the Autumn Leaf Festival Parade, unless excused by the rest of the City Council by motion. Per ordinance 1678-2023 and RCW 35A.12.060, a Councilmember shall forfeit his or her office by failing to attend three consecutive regular meetings of the City Council within a calendar year without being excused by the City Council. It is preferable to attend City Council meetings in person, however if a Councilmember is not able to attend in person, the Councilmember may attend via telephonic and/or video access. Councilmembers attending meetings via Zoom must have their camera turned on. If a City Councilmember will be absent from the meeting(s), they are to let the Mayor, City Administrator and Mayor Pro Tempore know as soon as possible.

Section 23. City Staff Attendance at City Council Meetings. The City Administrator, Community Development Director, Public Works Director, Finance Director, and City Clerk shall attend all meetings of the City Council and remain for the meeting for such length of time as the City Council may direct. Other employees of the City of Leavenworth shall attend City Council meetings when requested by the Mayor, City Administrator or Department Director.

Section 24. Duties of Presiding Officer. It shall be the duty of the presiding officer at a City Council meeting to:

- A. Call the meeting to order;
- B. Keep the meeting to its order of business;
- C. State each motion and require a second to that motion before permitting discussion;
- D. Handle discussion of the City Council in an orderly manner:
 - 1. Provide each Councilmember with an opportunity to speak;
 - 2. Permit public participation at appropriate times, requiring that members of the public who are in attendance, either in person or through telephonic and/or video access, address the City Council from the podium, telephone, or video access so that discussion can be recorded for the minutes;
 - 3. Keep all speakers to the rules and to the questions;
 - 4. Provide speakers on opposing sides of an issue with alternating opportunities;

5. Put motions to a vote and announce the outcome;
6. Recommend motions for adjournment;
7. Appoint committees when authorized to do so;
8. Polling of the City Council shall be conducted in the same order as the Roll Call or by a vote of the hand.

Section 25. Severability. If any section, sentence, clause, or phrase of this resolution should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this resolution.

Section 26. Repealer. Resolution No. 1-2025 is hereby repealed.

ADOPTED by the City Council and signed by the Mayor on the 10th day of February, 2026.

APPROVED:
DocuSigned by:

Carl Florea

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Carl J. Florea, Mayor

ATTEST:
Signed by:

Andrea Fischer

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Andrea Fischer, City Clerk